



**Planning & Development Department  
Planning & Engineering Divisions  
Monthly Report for August 2010  
September 14, 2010**

#### Activity

- [Land Use Applications](#) – There were 4 applications compared to 3 in 2009.
- [Pre-Submittal Applications](#) – There were 8 applications compared to 2 in 2009.
- [City Council](#) – City Council heard 1 land development project compared to 1 in 2009.
- [Planning and Zoning Commission](#) – There were 2 projects heard compared to 2 in 2009.
- [Board of Adjustment](#) – There were no variance requests heard compared to 1 in 2009.
- [Fence Permits](#) – There were a total of 15 applications compared to 18 in 2009. Average number of days to approve was 1.4 business days.
- [Sign Permits](#) – There were a total of 11 applications compared to 21 in 2009. Average number of days to approve was 3.4 business days.
- [Right-of-Way Permits](#) – There were 16 permits issued compared to 9 in 2009.
- [Subdivision Improvement Agreements](#) – There was 1 SIA submitted compared to 0 in 2009.
- [Construction Drawings](#) – There was 1 CD application compared to 1 in 2009.
- [Infrastructure Inspection](#) – There were 16 individual projects/sites inspected this month. City staff spent a total of 91 hours performing these inspections compared to 105 hours in 2009.
- [CMRS Permits](#) – There were 2 permits issued compared to 0 in 2009.
- [Other Fees](#) – There was no revenue collected in 2010 and 0 in 2009.
- **Visitors** – There were 92 visitors; an average of 4.2 per work day.
- **Customer Surveys** – Surveys were received from Code Enforcement, Building and P&D clients. Overall the feedback has been positive. Staff will continue to make improvements based upon suggestions.

#### Revenue

[Total revenue](#) – August monthly revenue was \$32,699 compared to \$34,686 in 2009. YTD \$233,035 in revenue has been collected, which is 54% of the 2010 projected budget of \$435,329. We anticipated \$130,593 in The Freedom Grant and EECBG Stimulus Grant that will come in later this year. Factoring out the grant we are at 84% of budget.

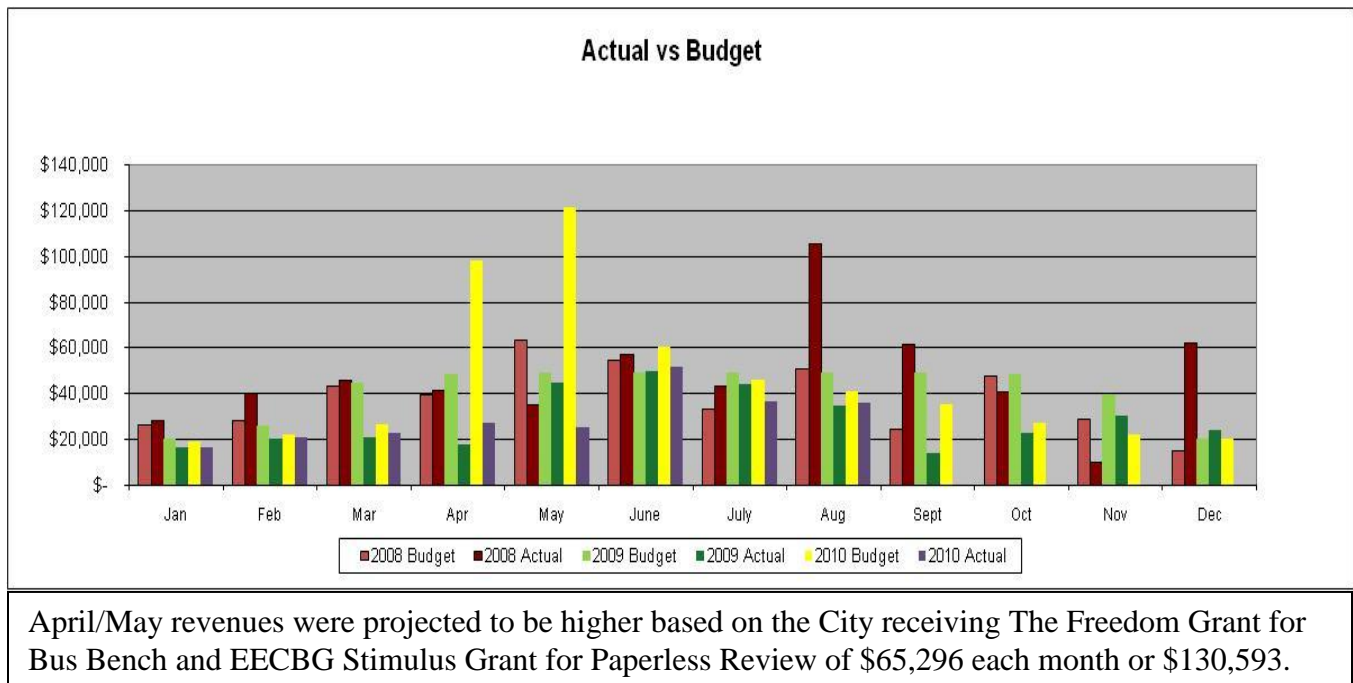
#### P & E Special Projects – Below are the major projects for August and the approximate amount of time spent on each project. A total of 456 hours was spent on the below projects in August.

- **Breakfast with P&D** – The Department held its 4<sup>th</sup> Breakfast with P&D meeting on August 19<sup>th</sup> at the Trails Recreation Center. Topics included presentations on the new LDC, International Code Adoption, Building and Code Enforcement and the TMP. Approximately 10 people attended. Staff time spent was **13 hours**.
- **EECBG Grant/Paperless Review** – The majority of computer systems were purchased and installed. Staff began outlining the paperless review process to be used by applicants. A procedure should be in place in September to begin offering the service to land use review projects. We will then roll out to use with other applicants, such as building review. Staff time spent was **20 hours**.
- **Bus Bench Grant** – Construction drawings were completed for site specific bench pads, 19 of the stops will require concrete pads. Work on the bid documents is being finalized, and the construction drawings were submitted to the FTA and RTD for environmental clearance. Bid documents are expected to be posted in September. Staff time spent was **80 hours**.

- **Innoprise - Building Division Implementation & Sales Tax Data** – While Innoprise has been up and running for the Planning, Engineering and Licensing Divisions since late March, the Building Division implementation is proving to be a more difficult task. This is largely due to the significant number of records being imported from 2002 through present. We have set up a test site in which the data will first be imported and expect to go live with the new software at the beginning of October. Sales Tax - Staff met with the Finance Department to discuss ways in which better information can be provided to the Sales Tax team to identify new businesses within Centennial. Two possible improvements were discussed and we will be exploring these options. Staff time spent was **40 hours**.
- **October National Community Planning Month** – Preparations are being made for National Community Planning Month. Festivities will include a “Why Should We Plan?” fact sheet for distribution to property owners/business/HOAs and a potential planning related brown-bag film series to be held once a week in the City Council chambers at lunch. Staff is also looking into the potential for a citizen photo contest focusing on “What is Good Planning”. Staff time spent was **5 hours**.
- **Customer Service Team** – The Customer Service Team is rounding the home stretch on creation of a Customer Service Training Program and charter, to be ready for implementation by year end 2010 or early 2011. A complete draft will be ready for final review within a couple of months. Staff time spent was **10 hours**.
- **LDC Zoning Map** – Planning staff is working to complete a second draft of proposed residential zoning in the new Land Development Code (LDC). Once the second draft is complete, staff will be able to meet with HOAs and property owners to discuss the proposed zoning districts and receive feedback for potential revisions for a third draft. Staff has also started work on a second draft of potential non-residential zoning districts in the new LDC. Staff time spent was **115 Hours, 42 of which was for GIS**.
- **City Council Redistricting** – This was a special project for August for which Gary Wilson, Derek Stertz and Wayne Reed were involved. Data was presented to the Election Commission for redistricting through the City Clerk’s office. Staff time spent was **105 hours, 95 of which was for GIS**.
- **Universal Addressing System** – Staff scoped business needs for an addressing system that works for the entire City. Staff time spent was **5 hours**.
- **GIS Coordination with Aurora GIS Planners** – Staff spent **3 hours** meeting about a variety of topics concerning the cities; how their systems were built, how they work, what can be improved and better regional efforts to streamline comprehensive data endeavors.
- **Airport Noise Roundtable Meetings** – Staff attended the August Centennial Airport Noise Roundtable meeting. The main topic was to study and learn more about flight school operations and how they contribute to noise issues associated with the airport. Staff time spent was **4 hours**.
- **Intern Training** – Derek Stertz spent **3 hours** on orientation and training on GIS intern.
- **Bicycle Lane Projects** – Engineering staff spent a total of **41 hours** in August on this project.
- **Civic Center Park** – Engineering staff spent **12 hours** on design and proposal for Civic Center Park.

## Revenue

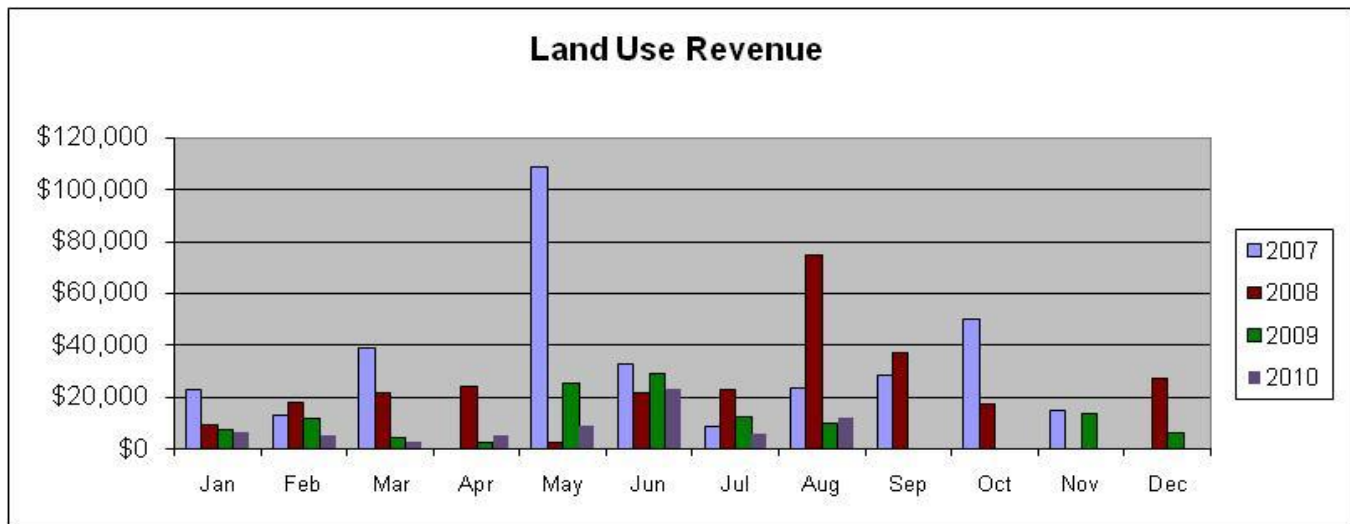
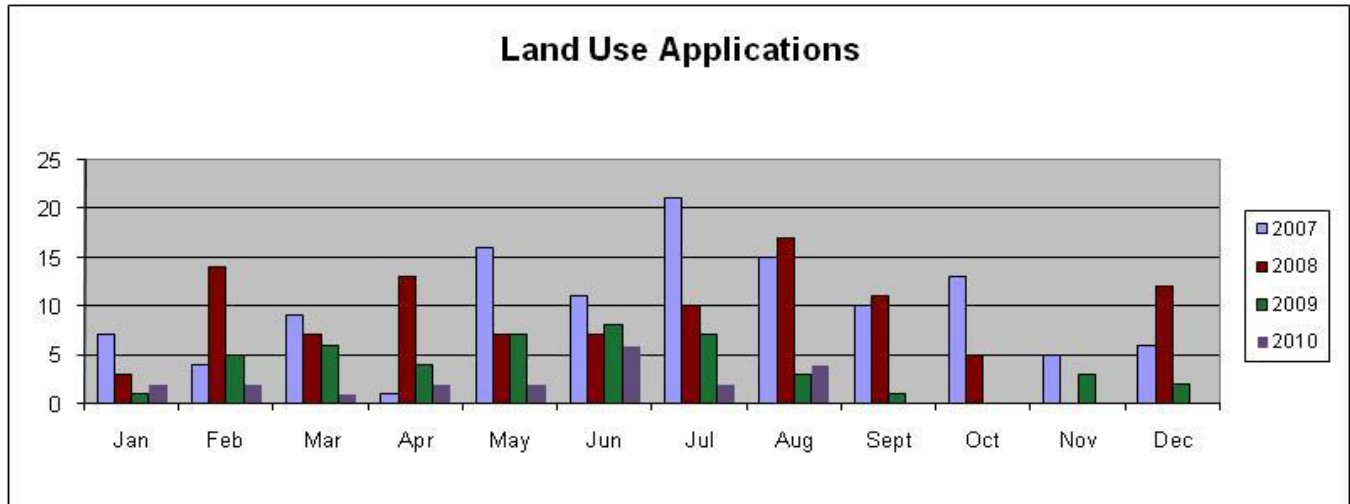
In August, the total revenue received was \$32,699. YTD the Planning & Engineering revenues of \$233,035 are roughly 54% of the projected 2010 YTD budget of \$435,329.



- **Land Use Applications** – YTD \$67,337 in revenue has been collected, which is below the 2010 projected budget of \$131,000.
- **Fence Permits** – YTD \$14,959 in revenue has been collected, which is above the 2010 projected budget of \$10,400.
- **Sign Permits** – YTD \$45,519 in revenue has been collected, which is below the 2010 projected budget of \$47,600.
- **Right-of-Way Permits** – YTD \$18,195 in revenue has been collected, which is above the 2010 projected budget of \$11,900.
- **Subdivision Improvement Agreements** – YTD \$5,000 in revenue has been collected, which is below the 2010 projected budget of \$7,000.
- **Construction Drawings** – YTD \$17,400 in revenue has been collected, which is above the 2010 projected budget of \$14,000.
- **Infrastructure Inspection** – YTD \$11,547 in revenue has been collected, which is above the 2010 projected budget of \$2,000. \$6,047 of the \$11,547 is associated with IKEA.
- **Legal Fees** – YTD \$18,976 in revenue has been collected, which is below the 2010 projected budget of \$23,500.
- **CMRS Fees** – YTD \$12,750 has been collected, which is above the 2010 projected budget of \$9,336.
- **Other Fees** – YTD \$10,685 has been collected, which is below the 2010 projected budget of \$48,000. This amount includes all miscellaneous fees and revenue including Engineering hours from Open Space Fund. We have received 0 from the Freedom Grant and the budget YTD is \$130,593. These monies will be coming in later this year.
- **City & County Use Tax** – YTD \$13,819 has been collected in City, County and Supplemental Use Tax. We began separating this tax from the total permit fees in April of 2010.

## Land Use Applications

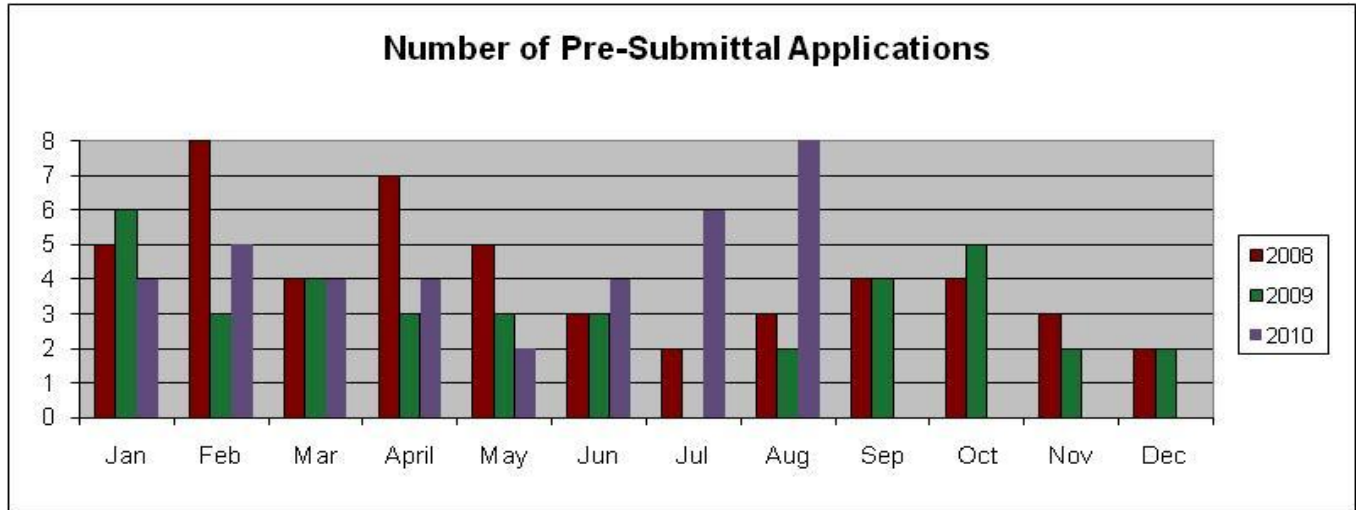
In August, the City received 4 land use applications with \$11,492 in monthly revenue. YTD land use application activity is lower than the previous year and YTD revenues are lower. YTD applications for 2010 are 21 compared to 41 in 2009. YTD revenues for 2010 are \$67,337 compared to \$102,764 for 2009.



Land Use Applications Submitted (August 2010)		
Land Use Case Number	Project Name	Open Date
LU-10-00066	Buffalo Wild Wings FDP	08/05/2010
LU-10-00080	Sterling Auto Body FDP	08/18/2010
LU-10-00081	Arapahoe Road Ind. Park Replat	08/01/2010
LU-10-00084	Archdiocese of Denver	08/02/2010

## Pre-Submittal Applications

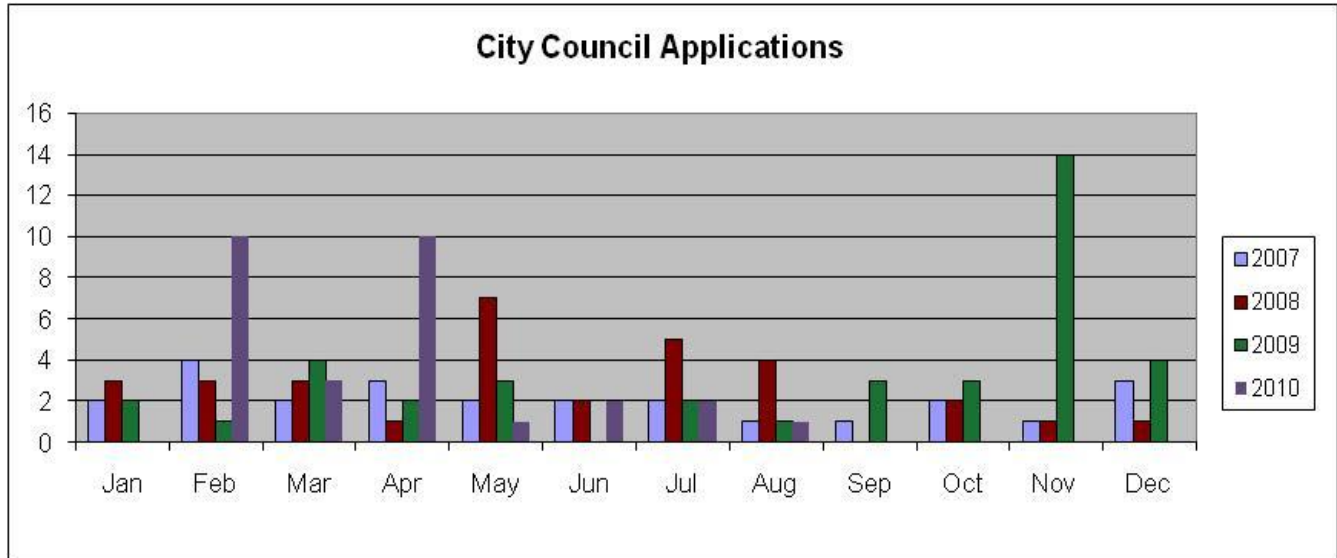
In August, the City received 8 pre-submittal applications compared to 2 in 2009. YTD pre-submittal activity is higher than the previous year. YTD total applications received for 2010 are 37 compared to 24 for 2009. The City began tracking pre-submittal applications in 2008.



Pre-Submittal Applications Submitted (August 2010)		
Pre-submittal Case Number	Project Name	Open Date
PS-10-00073	Golden Corral@Centennial Center	08/13/2010
PS-10-00076	Arapahoe Park Renovation	08/19/2010
PS-10-00077	Dekoevend Park Renovations	08/19/2010
PS-10-00078	Rusty Sun Tennis Court Renovation	08/01/2010
PS-10-00079	Otero Tennis Court Renovation	08/01/2010
PS-10-00083	Kuni Honda Site/Building Improvement	08/26/2010
PS-10-00085	Goodard School FDP	08/27/2010
PS-10-00086	Allosource FDP/FP	08/27/2010

## City Council

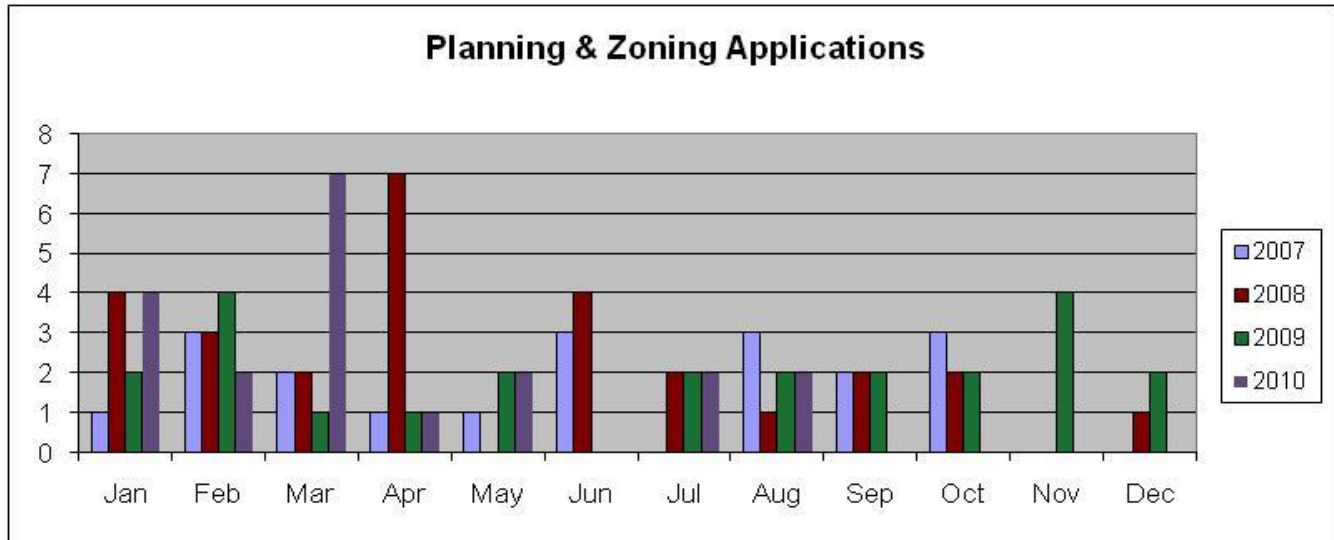
In August, City Council heard 1 Planning and Development project as compared to hearing 1 in 2009. YTD, City Council has heard 29 development projects as compared to 15 in 2009. **City Council has heard far fewer Land Use applications in 2010, but many more special projects.**



Land Development Projects Heard by City Council (August 2010)				
Description	Case Name	Case Number	Hearing Date	Action
Land Use	Transportation Master Plan – Joint Meeting	NA	08/09/2010	NA
Land Development Projects Scheduled for City Council (September 2010)				
Description	Case Name	Case Number	Hearing Date	
Land Use	None			

## Planning & Zoning Commission

In August, the Planning & Zoning Commission heard 2 development projects as compared to hearing 2 in 2009. YTD, the Planning & Zoning Commission has heard 20 development projects as compared to 14 in 2009.



### Land Development Projects Heard by PZ Commission (August 2010)

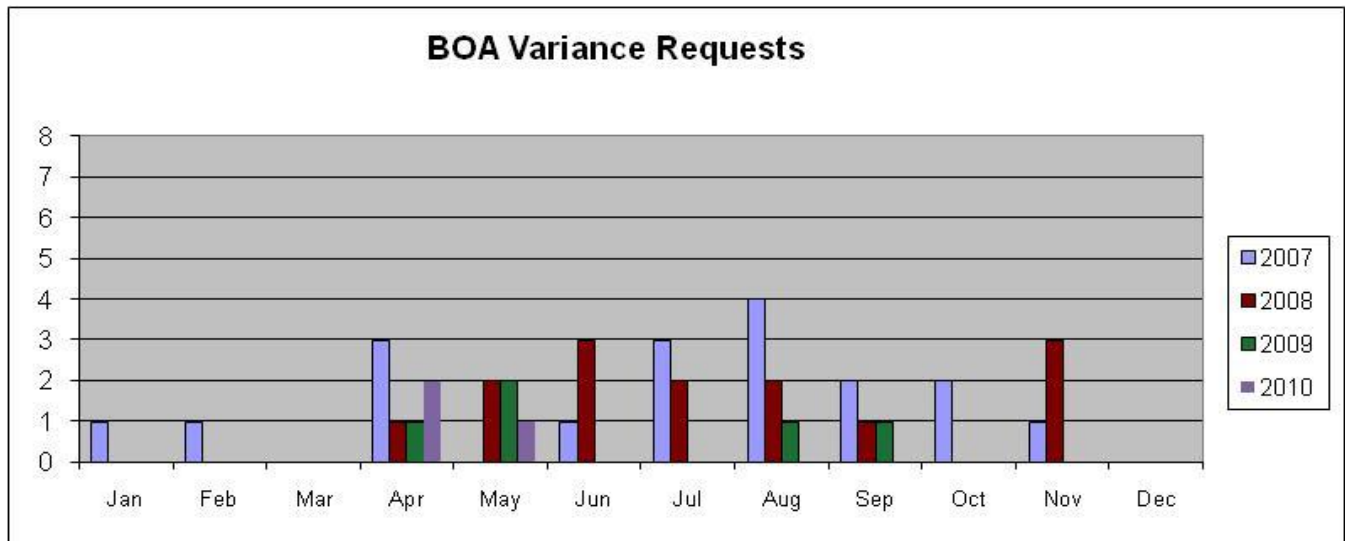
Description	Case Name	Case Number	Hearing Date	Action
Land Use	Transportation Master Plan – Joint Meeting	NA	08/09/2010	NA
Land Use	Century Highland Park PDP	LU-10-00038	08/25/2010	Recommendation for Denial

### Land Development Projects Scheduled For PZ Commission (September 2010)

Description	Case Name	Case Number	Hearing Date
Land Use	Gun Club FDP	LU-10-00013	09/22/2010
Land Use	Street Name Change – IKEA Way	SNC-10-00060	09/22/2010

## Board of Adjustment

In August, the Board of Adjustment heard no variance requests as compared to hearing 1 in 2009. YTD, the Board of Adjustment heard 3 variance requests as compared to 4 in 2009.



### Variance Requests Heard by the Board of Adjustment (August 2010)

Description	Case Name	Case Number	Hearing Date	Action
	None			

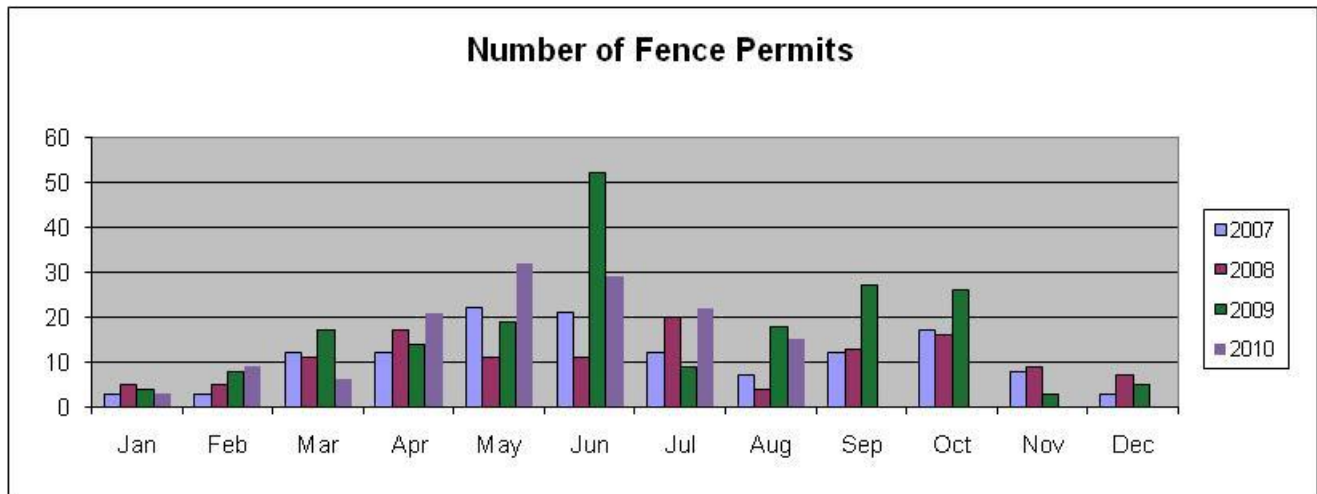
### Variance Requests Scheduled for the Board of Adjustment (September 2010)

Description	Case Name	Case Number	Hearing Date
BOA	7384 S. Dexter Street	BA-10-00074	09/16/2010
BOA	7818 S. Zeno Street	BA-10-00075	09/16/2010



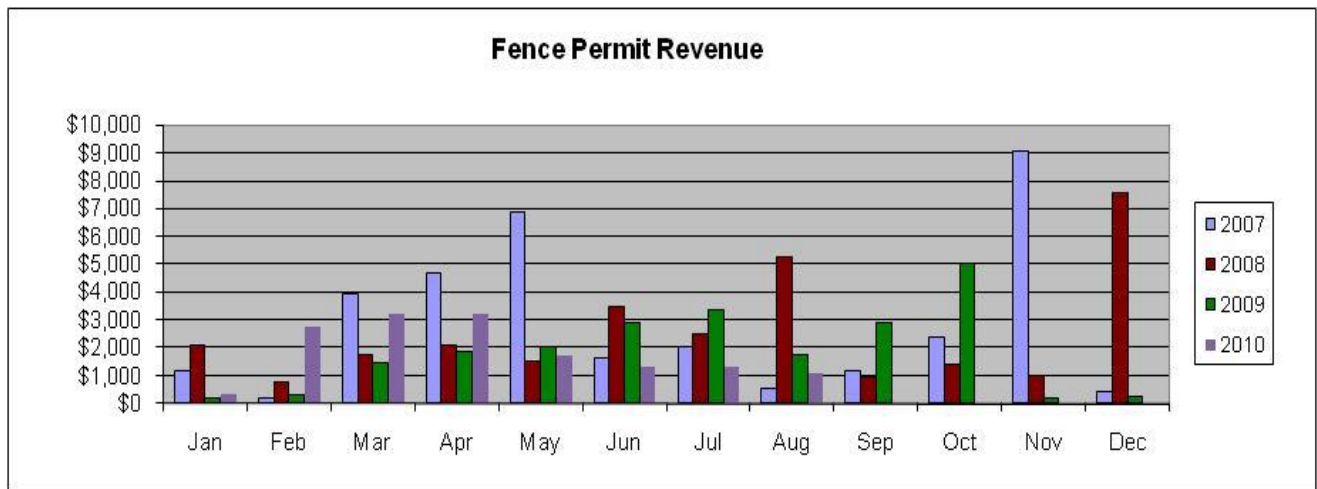
## Fence Permits

In August, the City received 15 fence permit applications with monthly revenue of \$1,075. YTD fence permit application activity is slightly lower than the previous year, but YTD revenue is higher. YTD applications for 2010 are 137 compared to 141 for 2009. YTD revenues for 2010 are \$14,959 compared to \$13,894 for 2009. **There were 5 fence permits (or 33% of permits issued in the month) through Rapid Review Thursdays in August. Average permit wait/processing time for August was 24.2 minutes. YTD average wait/processing time is 22.7 minutes.**



Note: There were 26 fence permits issued in June of 2009 for no fee for City's roadway project.

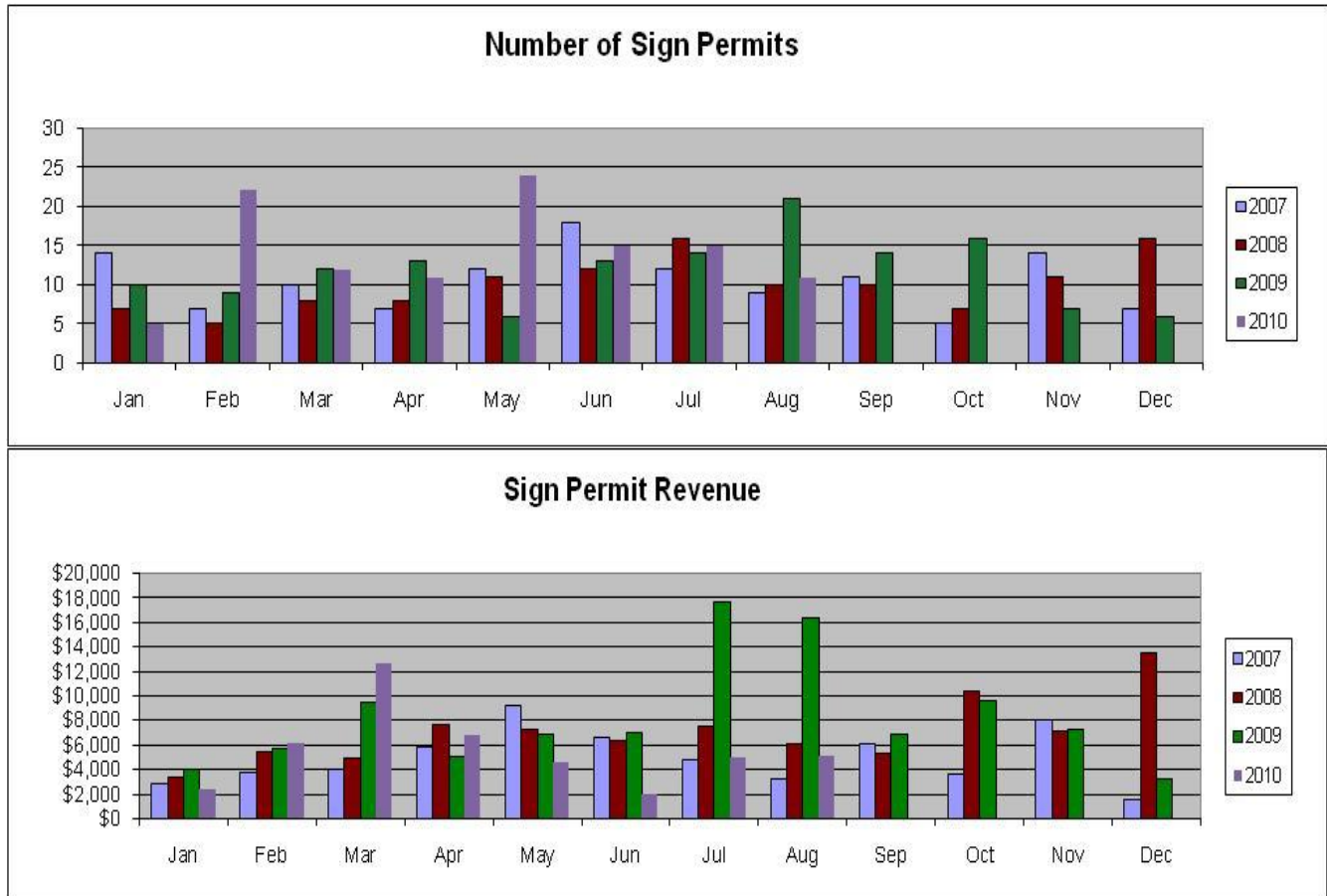
Note: There were 13 fence permits in April (1), May (4), June (6) and July (2) of 2010 for no fee for snowplow damage.



Fence Permits Submitted (August 2010)			
Location	Case Number	Date Received	Date Approved
17735 E. Prentice Drive	FE-10-80110	08/03/2010	08/06/2010
7296 S. Ivanhoe Court	FE-10-80111	08/05/2010	08/05/2010
5914 S. Monaco Way	FE-10-80112	08/05/2010	08/05/2010
3597 E. Phillips Avenue	FE-10-80113	08/05/2010	08/06/2010
6680 S. High Street	FE-10-80114	08/05/2010	08/06/2010
5513 S. Laredo Street	FE-10-80115	08/06/2010	08/06/2010
7441 S. Clermont Drive	FE-10-80116	08/09/2010	08/09/2010
7652 S. Grape Street	FE-10-80117	08/09/2010	08/09/2010
3989 E. Phillips Circle	FE-10-80118	08/17/2010	08/17/2010
6690 S. Grant Street	FE-10-80119	08/19/2010	08/19/2010
13793 E. Caley Drive	FE-10-80120	08/19/2010	08/20/2010
4257 E. Easter Place	FE-10-80121	08/23/2010	08/25/2010
6809 S. Niagara Court	FE-10-80122	08/24/2010	08/25/2010
7494 S. Downing Circle E.	FE-10-80123	08/26/2010	08/26/2010
20909 E. Ida Avenue	FE-10-80124	08/26/2010	08/26/2010
Average Approval Time – Business Days			1.4 Day

## Sign Permits

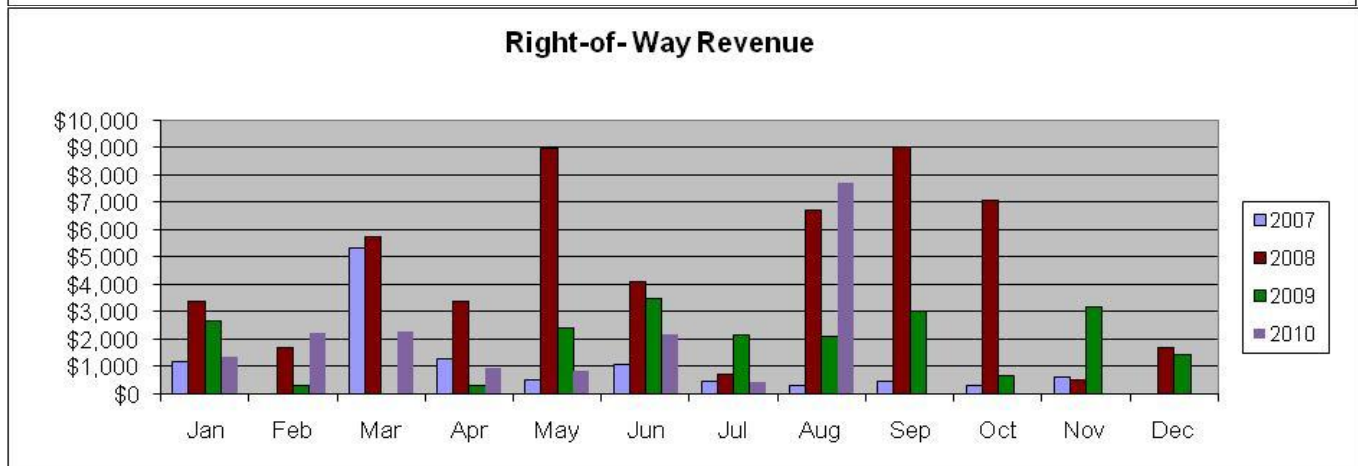
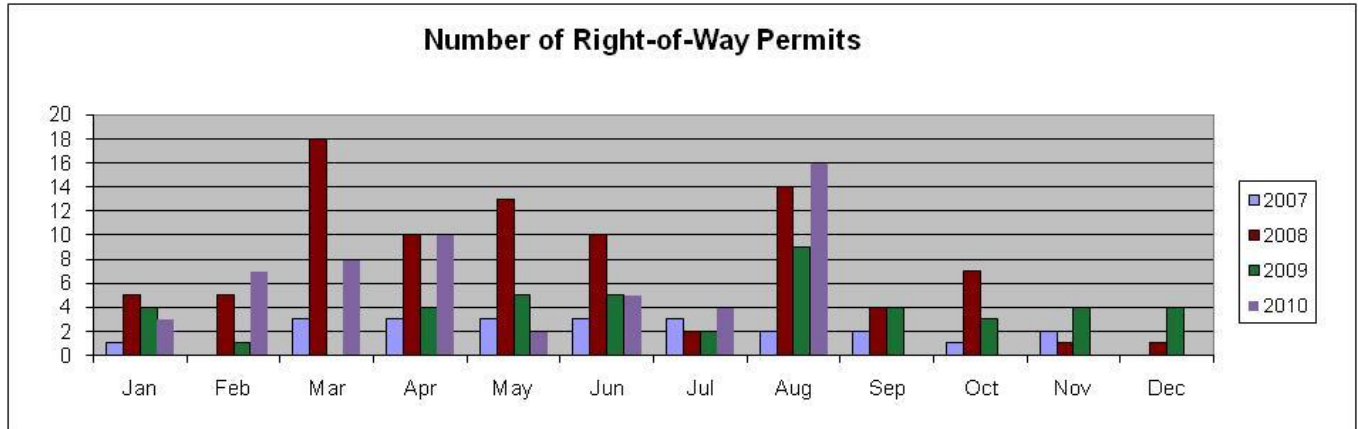
In August, the City received 11 sign permit applications with monthly revenue of \$5,195. YTD sign permit application activity is higher than the previous year, but YTD revenues are lower. YTD applications for 2010 are 115 compared to 98 issued for 2009. YTD revenues for 2010 are \$45,519 compared to \$72,376 for 2009. **There were no sign permits through Rapid Review Thursday (RRT) in August. YTD average permit wait/processing time for RRT is 17.3 minutes.**



Location	Case Number	Date Received	Date Approved
6955 S. York Street	SG-10-90072	08/03/2010	08/20/2010
15755 E. Arapahoe Road	SG-10-90073	08/04/2010	08/06/2010
6675 S. Kenton Street	SG-10-90074	08/05/2010	08/05/2010
4510 S. Reservoir Road	SG-10-90075	08/09/2010	08/12/2010
5000 E. Dry Creek Road	SG-10-90076	08/11/2010	08/19/2010
6770 S. University Boulevard	SG-10-90077	08/18/2010	08/20/2010
6770 S. University Boulevard	SG-10-90078	08/18/2010	08/20/2010
5616 S. Gibraltar Way	SG-10-90079	08/24/2010	08/25/2010
2305 E. Arapahoe Road	SG-10-90080	08/26/2010	08/31/2010
9619 E. County Line Road	SG-10-90081	08/30/2010	
7050 S. Broadway	SG-10-90082	08/31/2010	
<b>Average Approval Time – Business Days</b>			<b>3.4 Days</b>

## Right-of-Way Permits

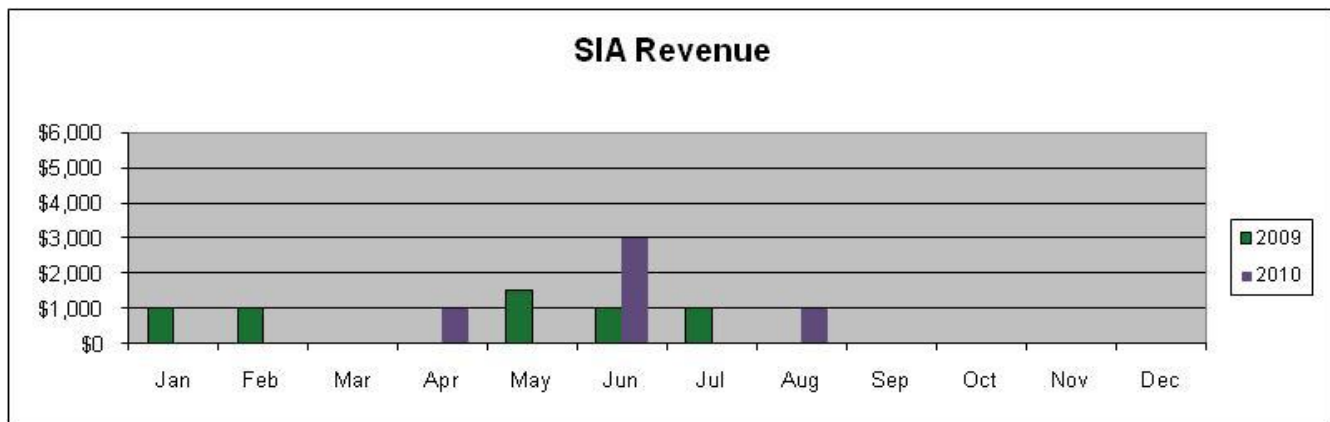
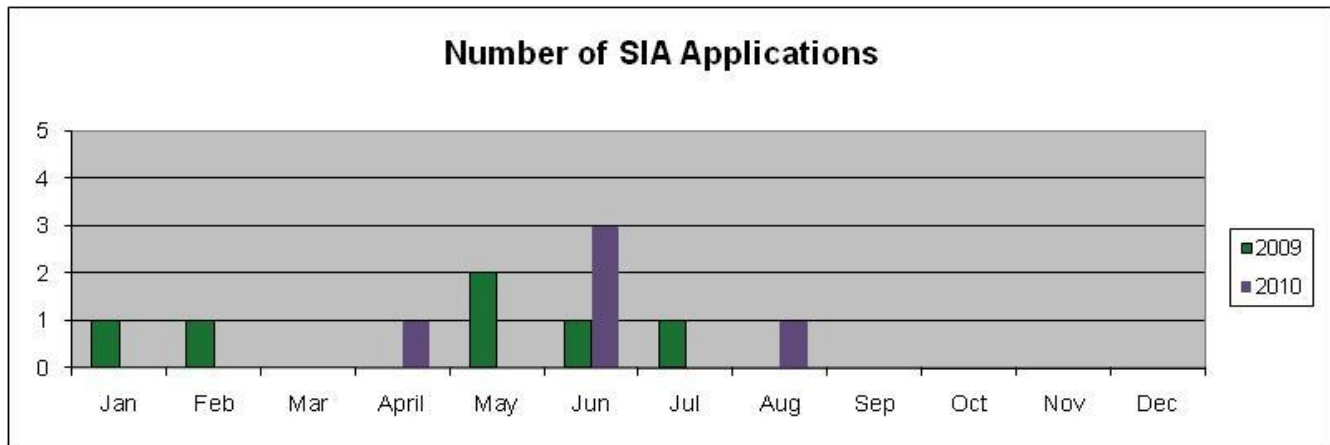
In August, the City received 16 right-of-way permit applications with monthly revenue of \$7,737. YTD right-of-way permit application activity is higher than the previous year, and YTD revenues are higher. YTD applications for 2010 are 55 compared to 30 for 2009. YTD revenues for 2010 are \$18,195 compared to \$13,479 for 2009.



Location/Contractor	Permit Number	Date Received	Date Approved
7050 S. Broadway/R. Nichols	LRW-10-40027	08/02/2010	08/09/2010
7050 S. Broadway/Xcel Energy	LRW-10-40028	08/02/2010	
7950 S. Dayton/Diamond Contracting	LRW-10-40029	08/04/2010	08/06/2010
5000 E. Dry Creek Rd/All Phase	LRW-10-40030	08/04/2010	08/05/2010
Jed Glover Outdoor Promotions	LRW-10-40031	08/09/2010	
6720 S. Jordan Rd/Jed Glover Outdoor	LRW-10-40032	08/12/2010	08/23/2010
7931 S. Parker Rd./Jed Glover Outdoor	LRW-10-40033	08/13/2010	08/23/2010
5800 S. Parker Rd./Jed Glover Outdoor	LRW-10-40034	08/13/2010	08/23/2010
Jed Glover Outdoor Promotions	LRW-10-40035	08/18/2010	08/23/2010
2154 E. Commons Ave/Dillie & Kuhn	LRW-10-40036	08/18/2010	08/23/2010
Jed Glover Outdoor Promotions	LRW-10-40037	08/19/2010	08/23/2010
Colorado Asphalt Services	LRW-10-40038	08/20/2010	
Edge Contracting	LRW-10-40039	08/20/2010	08/24/2010
L&M Enterprises	LRW-10-40040	08/20/2010	
7050 S. Broadway/Throuett concrete	LRW-10-40041	08/27/2010	
7050 S. Broadway/Xcel Energy	LRW-10-40042	08/27/2010	

## Subdivision Improvement Agreements (SIA)

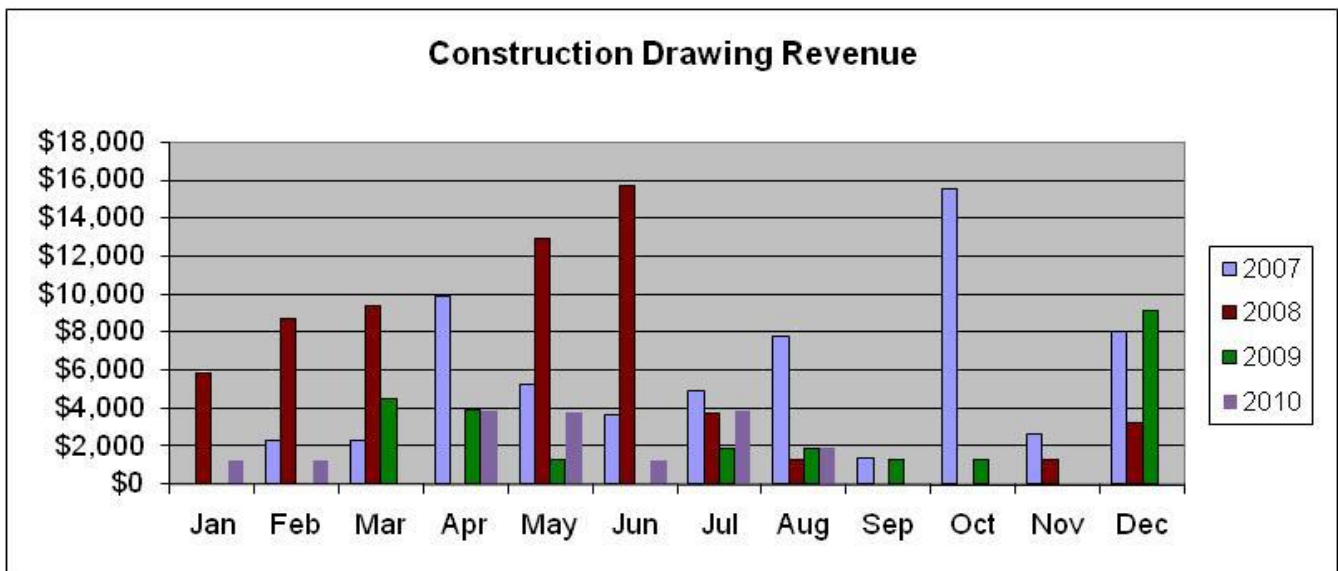
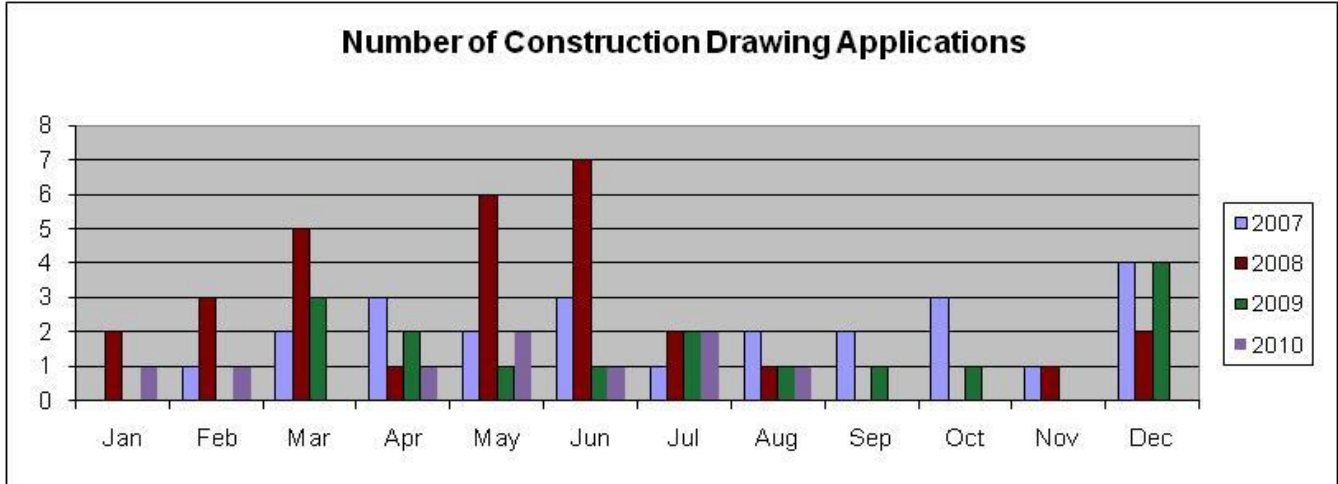
In August, the City received 1 SIA/PIA application compared to 0 in 2009. The monthly revenue of \$1,000 is higher than 2009 which was at \$0. YTD SIA applications for 2010 are 5 compared to 6 in 2009. YTD revenues for 2010 are \$5,000 compared to \$5500 in 2009. We began tracking SIA's in 2009.



SIAs Submitted (August 2010)			
Description	Case Name	Case Number	Date Application Accepted
SIA	Sterling Auto Body FDP	LU-10-00080	08/23/2010

## Construction Drawings (CD)

In August, the City received 1 CD application with \$1,900 in monthly revenue. YTD CD permit application activity is lower than the previous year and YTD revenues are higher. YTD applications for 2010 are 9 compared to 10 for 2009. YTD revenues for 2010 are \$17,400 compared to \$13,500 for 2009. One of the 9 CDs and \$3,900 of the \$17,400 is associated with Open Space.

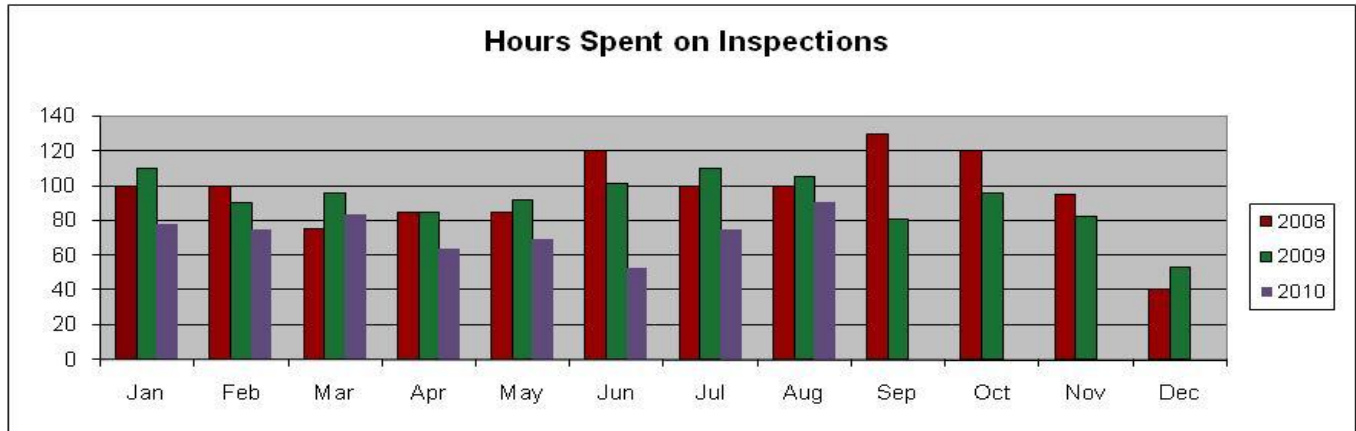


CDs Submitted (August 2010)			
Description	Case Name	Case Number	Date Application Accepted
CD	Sterling Auto Body	CD-10-00082	08/19/2010

The Engineering Division approved no CDs in August.

## Infrastructure Inspections

In August, 16 individual projects/sites were inspected and there was no revenue collected. City staff spent a total of 91 hours performing these inspections compared to 105 hours in 2009. YTD revenue for 2010 is \$11,547 compared to \$1,000 in 2009. (\$6,047 of the \$11,547 is associated with IKEA.)

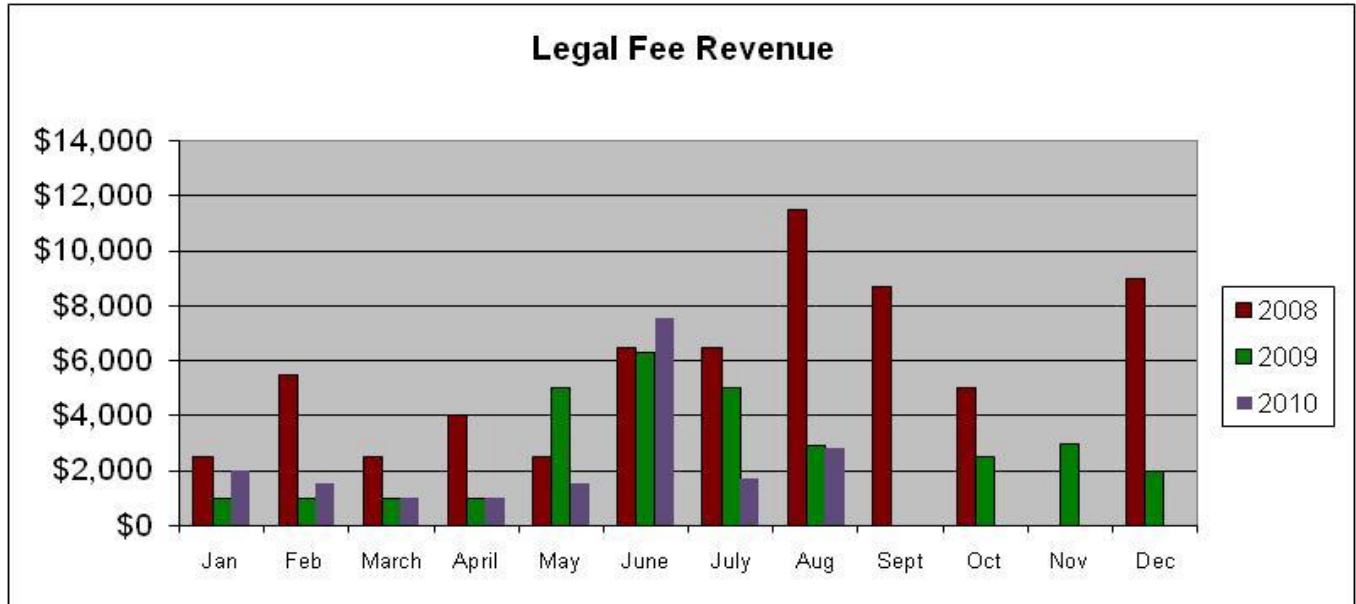


Infrastructure Inspections (August 2010)		
General Location	Case Name	Status
Arapahoe and University	Streets at Southglenn	Under Construction
Picadilly & Smoky Hill	Huntington Park n Ride	Under Construction
Parker Road and Arapahoe Road	Centennial Center Filing 2	Under Construction
Dry Creek & Eudora	Lifetime Fitness	Under Construction
Smoky Hill & Picadilly	Sprouts	Under Construction
Smoky Hill Road & Picadilly	Bridges @ Smoky Hill	Under Construction
Otero Ave. & Dayton Street	IKEA	Pre Construction
Broncos Parkway & Parker	Tagawa Access	Under Construction
Parker Road @ S. Lewiston	Lazy Hills	Under Warranty
Humbolt & Orchard Road	Orchard Estates	Under Construction
Arapahoe & Holly	Our Father Luthern	Under Warranty
Broadway & Costilla	Vista Verde	Under Construction
University & Arapahoe Road	Trice Jeweler	Under Construction
Breakaway Sports	Arapahoe & Race	Under construction
County Line Road & Niagara	Foxridge VIII	Under Warranty
Smoky Hill & Buckley	Walgreens	Under Construction



## Legal Services

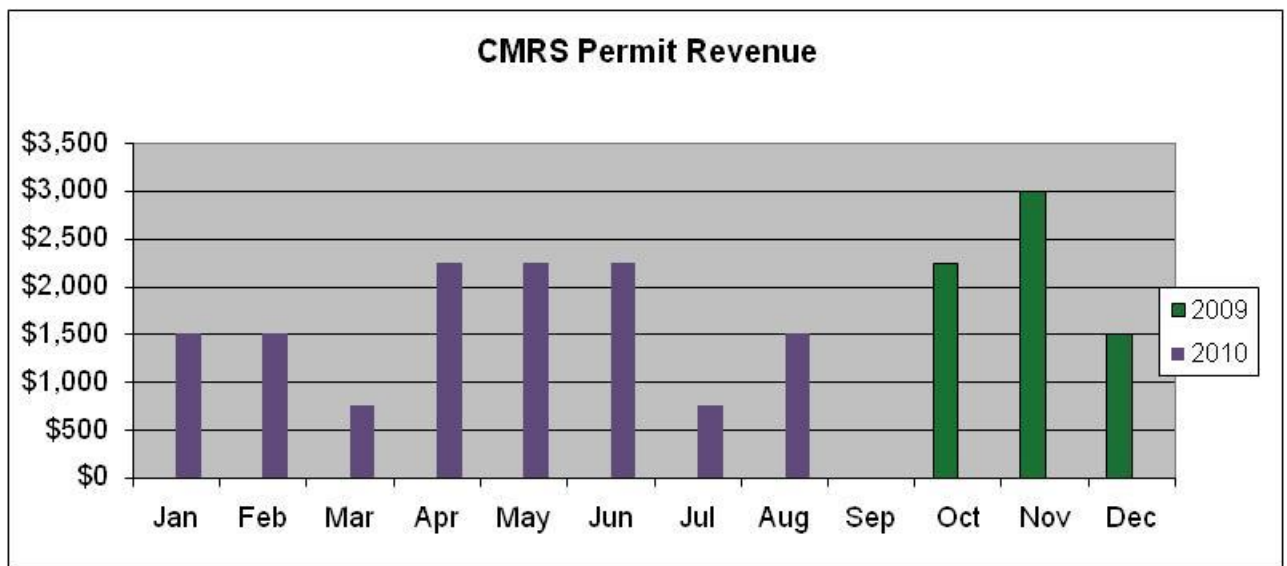
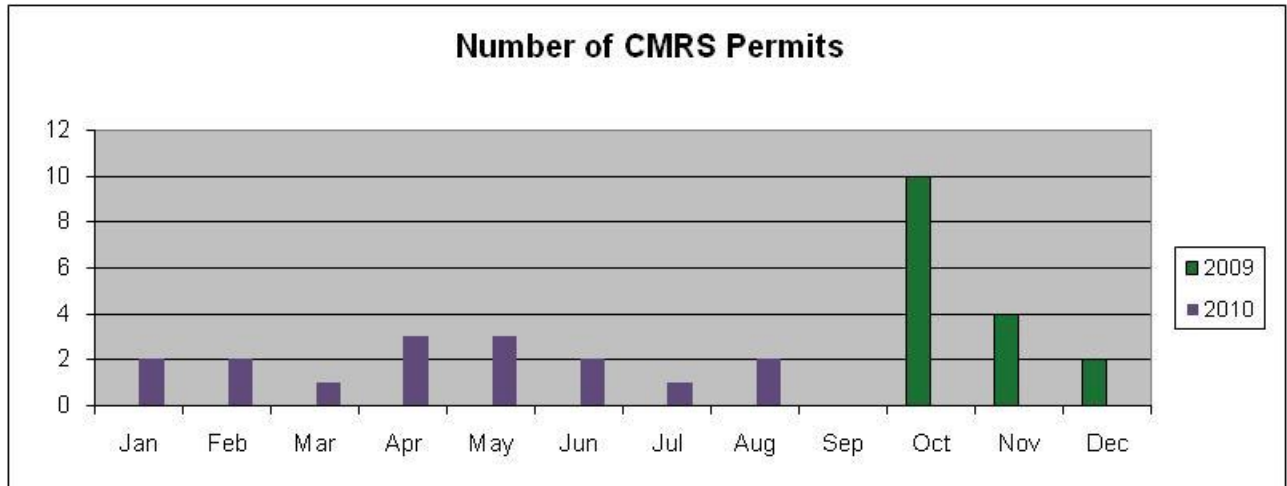
In August, a total of \$2,800 in revenue was received for legal services. YTD revenues for 2010 are \$18,976 compared to \$23,242 for 2009. Legal fees are collected to cover actual legal costs and do not impact the final budget in a negative or positive way.





## CMRS Permits

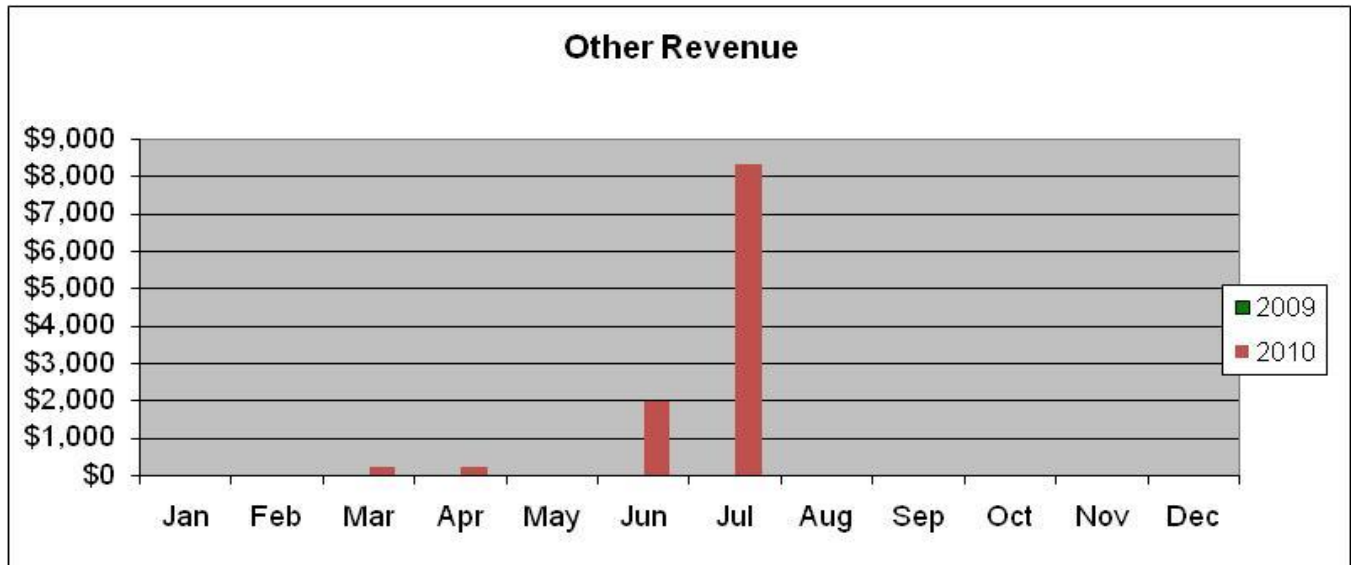
In August, we received 2 CMRS permits for \$1,500 in revenue. YTD revenues for 2010 are \$12,750, which is above the 2010 projected revenue of \$9,336 and above the 2009 revenue of \$0. CMRS permit tracking began in January 2009.



CMRS Permits (August 2010)		
Project or Location	Case Number	Date Received and Issued
6335 S. Holly Street	CMR-10-70010	8/30/2010
7853 E. Arapahoe	CMR-10-70009	8/27/2010

## Other & Miscellaneous Fees

In August, we received no revenue for other fees and miscellaneous. YTD revenues for 2010 are \$10,685, which is below the 2010 projected revenue of \$48,000 and above the 2009 revenue of \$0.



Note: Government grants of \$130,593 are expected and budgeted in 2010. This amount is budgeted under Land Use application revenue

City, County and Supplemental Use Tax collected was \$3,152, YTD \$13,819. We began separating this amount from permits in April 2010.

## City Work Orders

In August, Centennial Engineers worked on no CWOs. YTD value provided total is \$0.

CWOs Worked on by City (August 2010)		
Description	Hours	Value
	None	

The City has to outsource a specific aspect of reviews to an engineering consultant. In August, consultant time on CWOs totaled 0 hours at a cost of \$0. This is an additional cost to the City being paid for from the Land Use Fund. YTD costs total is \$0.

CWOs Worked on by Consultants (September 2010)		
Description	Hours	Fee
	None	

When Engineering Division spends time on Open Space Projects the hours are billed as revenue. This revenue will be reflected in the "Other & Miscellaneous Fees" section of this report.